

**DILLSBURG BOROUGH COUNCIL MEETING**  
**JULY 8, 2008 – MINUTES**  
**7:00 PM**

The Dillsburg Borough Council held their monthly business meeting at the Dillsburg Area Authority Building on the above-mentioned date. Council Members attending were President Jeff Griffin, Vice President Mark Ryder, Kathryn Zeiders, Holly Kelley and Michael Whitzel (arrived at 7:33 PM). Also present were the following: Mayor Henry Snyder, Borough Solicitor Mark Allshouse, Borough Engineer Tim Knoebel, Borough Manager Karen Deibler and Borough Secretary/Treasurer Debbi Beitzel.

Council Members David Baldwin and John Richardson weren't present.

The following visitors were present: Traci Cook from Citizens' Hose Fire Company #1 EMS, Sergeant David Smith from Carroll Township Police, Mary Lou Bytof from the Dillsburg Banner, Paul Reichart from the Patriot-News, Dillsburg Area Authority Representative Mervin Ice, NYCHAPS Representatives Larry and Joanne Klase and Dillsburg Borough Resident Jeff Beitzel.

The meeting was called to order by President Griffin at 7:01 PM followed by the Pledge of Allegiance to the flag and an invocation.

APPROVAL of the AGENDA

Vice President Ryder requested an Executive Session to be held after the regular meeting to discuss real estate and there would be no need to reconvene after the Executive Session. He also added under New Business item 15A – National Night Out Assistance. Council Member Kelley moved to approve the agenda with an Executive Session and one addition. Motion was seconded by Vice President Ryder. – Motion Carried.

APPROVAL of the MINUTES

June 9, 2008 Council Meeting – President Griffin indicated on page nine, item F, the third line from the bottom, the word hearing should be capitalized. Council Member Kelley moved to approve the Council Meeting minutes of June 9, 2008 with one correction. Motion was seconded by Vice President Ryder. – Motion Carried.

July 1, 2008 Committee Meeting – Council Member Zeiders moved to approve the Committee Meeting minutes of July 1, 2008 as presented. Motion was seconded by Council Member Kelley. – Motion Carried.

DEPARTMENT REPORTS

*Police Department Report*

Sergeant David Smith reminded everyone of the National Night Out event that was coming up and publicly thanked all the businesses and the Dillsburg Area Business Association (DABA) for all their support with the event.

He thanked Traci Cook for training the officers in CPR and AED.

Sergeant Smith stated the police department is working with Vice President Ryder on the 175<sup>th</sup> Anniversary event and will be sending officers to the upcoming meetings.

He stated the lines on the roads for the traffic enforcement for the VASCAR will need to be hi-lighted again.

Sergeant David Smith indicated there were some charges for the Borough with regards to overtime, which included some late calls, a drug arrest, child custody situation, burglary arrest and report and two hearings.

He reviewed the June 2008 Dillsburg Borough Police Report with Council and Mayor. The report listed the numbers and types of offenses and traffic incidents. The report also supplied the Council and Mayor with a “crimes clear rate” and a breakdown of hours worked. The total incidents filed for the month of June was 115, which was five more than the same time period last year. The year-to-date total was 655, which was five greater than the same time period last year. There were four traffic accidents for the month of June, which included one reportable accident and three non-reportable accidents for a year-to-date of 25, which was five less than the same time period last year. There were 22 traffic citations for the month of June, year-to-date 133.

Part I offenses for the month of June, there were a total of four, which included two burglaries, one larceny theft and one motor vehicle theft, for a year-to-date total of 28, with a clearance rate of 20%.

Part II offenses for the month of June, there were 11 incidents, which included one criminal mischief/vandalism, two disorderly conducts, three DUIs, one fraud offense, one drug offense, two liquor law offenses and one miscellaneous, for a year-to-date total of 66 of which 54 were cleared, with a clearance rate of 81%. The overall clearance rate is 63%.

#### Ambulance Service Report

Traci Cook provided a report for the month of June to Council and Mayor. There were a total of 101 calls in the month of June and 13 of them were in Dillsburg Borough, which include 11 medical calls, one motor vehicle accident and one missed call, for a year-to-date of 94 calls in the Borough of Dillsburg and a total of 661 for all municipalities.

She indicated they missed a total of 55 calls for the first six months due to being second or third calls or the other ambulance being out for maintenance.

She indicated the Board would be reviewing their second quarter financials and will provide the Borough with the copies.

She indicated Carroll Township has the highest call volume with 36.76%, second is Franklin Township, Dillsburg Borough is third, followed by Warrington Township and York Springs Borough.

#### Fire Company Report

**Citizens’ Hose Fire Company** – No one was present but a report was provided.

### Treasurer's Report

The Unpaid Bills Detail and a list of Additional Expenditures were given to each Council Member and Mayor in their packet of information. The total General Fund expenditures for June were \$56,593.83. The Profit & Loss Budget vs. Actual Detail Report and a Cash Flow Report were also given to each Council Member and Mayor. Council Member Kelley moved to approve the payment of all Unpaid Bills as presented. Motion was seconded by Council Member Zeiders. – Roll call was taken and motion was carried unanimously.

### Planning Commission Report

Council Member Zeiders reported on behalf of Leon Zeiders. She indicated there were two items that were discussed. The first one was the Mikos' variance request for increased density on Lot 3, which is 303 Harrisburg Pike, from 12.2 to 13.5 dwellings per acre; the standard density is 8 dwellings per acre. She stated the Planning Commission voted to not grant the variance because it could set a precedent. The other item was the Chestnut Hollow time extension request of 83 days and was voted to be approved.

### Logan Park Authority

No one was present to report.

### Dillsburg Area Authority

Mervin Ice indicated routine maintenance is being done in the Dillsburg Borough.

He indicated there was a change in the policy on residents filling their swimming pools and establishing new lawns, they now must fill out an application and rent a meter.

He indicated Well #7 should be online before the end of the year.

Mr. Ice stated they have been working with Carroll Township getting Berkshire Hills connected to the sewer project.

He indicated they are in the process of finishing up with the creek crossings in Monroe Township. Council Member Kelley asked if this included the area on Williams Grove Road being developed and hooking up to our sewer. He indicated the people that they thought would be easy to hook up have elected not to.

Council Member Kelley asked if the approximately 750 new homes being built around the area of Lisburn Road and Williams Grove Road will be hooking up to the sewer system. Mr. Ice stated he didn't know.

### Engineer's Report

Borough Engineer Tim Knoebel provided Council and Mayor with a written report for work performed in June 2008. He indicated they reviewed and looked at the drainage complaint at Autumn Woods Court and a brief summary was provided with their findings. Mr. Knoebel indicated the complaints have been going on for several years, essentially because it's a low lying area and doesn't drain very well. He indicated the silt-sacs are still in and our recommendation is to contact York County Conservation District and request that the developer be allowed to remove the silt-sacs.

He also indicated Chestnut Hollow Phase 2 is actively looking at some modifications to the drainage system that would also impact that part of Phase 1. Engineer Knoebel indicated they would be following up on the situation and continue to try to make improvements.

He indicated there has been some discussion on the 5-year Street Plan and has it with him but it still needs some editing. He stated he would come to the September workshop and give an overview of the report.

Vice President Ryder asked if the property owner was OK with the findings. Mr. Knoebel stated he wasn't sure, since he didn't meet with him, but believes he understand the situation.

#### Solicitor's Report

Solicitor Allshouse provided Council and Mayor with a written report for work performed in June 2008. He indicated some deeds had to be recorded for Sheetz. He stated the major issue was the requirement to amend the street maintenance contracts due to having to pay prevailing wages. Mr. Allshouse indicated there were some other minor issues and standard day to day issues.

#### Tax Collector

Cristina Speicher wasn't present but written reports were provided for May and June 2008.

#### Borough Staff Report

Borough Manager Deibler provided Council and Mayor with a written report and had nothing to add.

#### PUBLIC COMMENT

Vice President Ryder indicated a new guest was visiting the meeting and would like him to introduce himself. Paul Reichart who lives in Dillsburg was representing the Patriot-News and has been in the newspaper business for 38 years and is now part-time.

#### CORRESPONDENCE

There was none.

#### MAYOR'S REPORT

Mayor Snyder indicated there has been some confusion over the pedestrian crosswalk signs. He stated he had talked with John Kennedy at Penn DOT in regards to placing the signs in and out every night. Mr. Kennedy stated they have no stipulations on them. He indicated he spoke with someone and they stated they have to be taken down and put back up at certain times. Mayor Snyder stated he told them the Borough would get more use out of them if they left them out. Charlie Goodhart at Penn DOT sent a letter dated June 13<sup>th</sup> indicating Penn DOT strongly recommends the signs be placed out at 6 AM each day and taken up in the evening at 9 PM, but this was only a guideline not a requirement. Mayor Snyder stated the problem with this was the

Public Works department doesn't work until 9 PM. Mayor Snyder stated his recommendation was to leave them out. President Griffin indicated this issue would be placed on the agenda for the August workshop meeting to make a decision.

## PRESIDENT'S REPORT

President Jeff Griffin announced the August Committee Meeting would be rescheduled for Monday, August 4, 2008 at 6:30 PM at the Dillsburg Borough Office to accommodate the National Night Out event at Logan Park that is being held on August 5<sup>th</sup>.

President Griffin announced NYCHAPS had been awarded two awards for their two buildings, The Dill's Tavern and The Maple Shade Barn. The awards were from the York County Heritage Program. Larry Klase indicated the county is seeking to promote tourism and formed a group to promote sites around the county. In February nominations were opened and 26 nominations received and they proceeded with 19. This award celebrates the County's legacy by highlighting heritage resources that give the County its unique sense of place and approval.

President Griffin announced Vice President Ryder was awarded the Cecil L. Leberknight Award at the State's PSAB Conference on June 10, 2008 for his 10 years of Service on Borough Council. Vice President Ryder stated there were only 60 people in the state given this award, and only 10 showed up at the banquet. He stated he was the only one from York County to receive the award.

President Griffin announced the following events: July 19<sup>th</sup> – NYCS, Inc is sponsoring an Adult's 50's Dance at the Sports and Learning Center from 7-9 PM; July 24<sup>th</sup> – Northern High School Wrestling Booster's golf outing is being held at the Range End Golf Course; July 27<sup>th</sup> - NYCS, Inc will be sponsoring a free family film at the Citizen's Hose Community Hall, doors will open at 1:30 PM and movie begins at 2 PM; August 4 – the Committee Meeting and August 5<sup>th</sup> – the National Night Out event at Logan Park from 5-9 PM.

Larry Klase announced John Eaken will be in concert at Dill's Tavern on July 20<sup>th</sup> at 6 PM and after the concert homemade ice cream will be served.

## COMITTEE REPORTS

### *Public Works Committee*

- A. 2008 Street Repair Bid and Prevailing Wage - Vice President Ryder stated the Dillsburg Borough Council accepted the street maintenance bid received from C.E. Williams and Sons, Inc. in the amount of \$41,773.00, subject to review of the bonding and insurance, and authorized the manager to sign the contract on May 13, 2008. On June 4, 2008, the State Supreme Court issued a ruling mandating that prevailing wages be paid on road resurfacing projects which in the past were considered exempt as maintenance. As a result, the contract must be amended to comply with the Court's decision. Therefore, because of this ruling, the Borough must request C.E. Williams to amend the contract and agree to perform the work per the amended contract, for the original bid amount plus an increase in the pay rate to prevailing wages, if the repairs are to be completed as planned. Vice President Ryder moved to authorize Borough Engineers Knoebel and Begis to request C.E. Williams to amend the contract

and agree to perform the work per the accepted bid plus an increase in the pay rate to prevailing wages and adjust the bid cost accordingly. Motion was seconded by Council Member Whitzel. Roll call was taken and motion was carried unanimously.

- B. Discuss/Take Action – Chestnut Hollow Time Extension – Council Member Whitzel stated the developer of the Chestnut Hollow Development submitted a Final Phase 2 Land Development & Subdivision plan to the Dillsburg Planning Commission in October of 2007. At this time there are certain deficiencies, matters of incompleteness or other similar items by reason of which the Council cannot approve the plans. The Borough has received correspondence from the developer requesting that a time extension be granted in order for this situation to be resolved before further action is taken. Council Member Whitzel moved to grant a Time Extension until October 14, 2008 for the Chestnut Hollow Final Subdivision & Land Development Plan for Phase 2. Motion was seconded by Vice President Ryder. Roll call was taken and motion was carried unanimously.

Council Member Whitzel asked what the status was on the Chestnut Hollow drainage situation. President Griffin indicated a letter was placed in the mailboxes of each Council Member. Borough Engineer Knoebel indicated they met with the property owner and had some recommendations that will be followed up with.

#### Public Safety Committee

- A. DCED Letter of Intent – Vice President Ryder stated the Department of Community and Economic Development (DCED) sponsors a municipal program that assist municipalities in acquiring necessary information, suggesting direction, completing studies and acquiring financing in reference to possible Police Regionalization. The Borough of Dillsburg is interested in joining with other local municipalities to explore the possibility of Police Regionalization in the area. Vice President Ryder moved to authorize Council President Jeffrey Griffin to sign a Letter of Intent for the Borough requesting assistance in the area of Police Regionalization from DCED. Motion was seconded by Council Member Zeiders. Roll call was taken and motion was carried unanimously.

#### Administration Committee

Neither Council Members Zeiders nor Kelley had anything to report.

#### OLD BUSINESS

Vice President Ryder asked Chairwoman Kelley to bring the Council and visitors up-to-date on the 175<sup>th</sup> Anniversary. Chairwoman Kelley indicated the planning is going well and the committee is working hard. She wanted the public to know the 175<sup>th</sup> Celebration is being held on Friday, August 22<sup>nd</sup> with a Vespers Service and entertainment at the Tavern, followed by a Street Fair and Parade on Saturday, August 23<sup>rd</sup>. Chairwoman Kelley invited the public to attend the events and support the community.

NEW BUSINESS

Vice President Ryder indicated a request from the Carroll Township Police Department was received asking for a donation or financial assistance with the National Night Out event. Vice President Ryder moved for the Borough to give a monetary donation to help support the cost for this community event of \$125.00. President Griffin asked if the Borough contributed anything last year. The answer was no. Motion was seconded by Council Member Kelley. Roll call was taken and motion was carried unanimously.

Vice President Ryder reminded the local organizations that requests for donations from the Borough for 2009 must be submitted by 4 PM on August 27<sup>th</sup> at the Borough office.

ADJOURNMENT

Since there was no further business, Council Member Zeiders moved to adjourn the regular meeting. Motion was seconded by Council Member Kelley. – Motion Carried. The meeting was adjourned at 7:52 PM.

Respectfully Submitted,

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Debbi L. Beitzel, Secretary/Treasurer

cc: Borough Council Members  
Mayor Snyder  
Tim Knoebel  
Mark Allshouse